

SAMPLE COMPETITIVE/CIVIL SERVICE RESUME FOR USE IN APPLYING TO FEDERAL JOBS

When applying for *Competitive Service* jobs in Federal agencies, it is recommended that you create a resume using the Resume Builder available on USAJobs (or on the agency's website if provided). Federal employers require far more information and detail than found on a traditional resume/CV and your federal resume may be 3-5 pages long. When using the Builder, follow each step and fill in the boxes wherever you see a red star. Our sample shows what a printed version of your final resume might look like, but *do not copy this format without using the Builder* as it will not show any updates to the format. The capitalized words in the job blocks are keywords drawn from the specific vacancy announcement, its accompanying application questionnaire and the Federal Position Classifications page on OPM's website. For assistance understanding this format and how to properly keyword your resume, please schedule an appointment with Government Careers Specialist, Marie Koko in L&S Career Services: <http://go.wisc.edu/1m3m72>

Fiona Federal

1305 Linden Dr, Suite 205
Madison, WI 53706 US
Evening Phone: 608-262-3921
Email: ffederal@wisc.edu

Work Experience: University of Wisconsin - Madison

Department of Political Science
Madison, WI 53706 United States

Job Block #1

Each experience you enter goes in a different "Job Block." Job Blocks should be used for the most relevant experiences you have for the positions you are applying for.

09/20xx - Present

Hours per week: 10

Senior Honors Thesis Researcher

Duties, Accomplishments and Related Skills:

RESEARCH AND ANALYSIS: Planned and designed research study on political messaging and the impact of social and mainstream media on public opinion surrounding the Affordable Care Act (aka Obamacare). Process included program design and analysis, facilitating data collection and administration of assessments and interpretation of results.

PRESENTATION AND PUBLICATION: Analysis to be presented at statewide Wisconsin Healthcare Conference in April 2015 using a PowerPoint and supplementary handout materials. Final results to be published in the Journal of Healthcare.

Supervisor: Prof. John Smythe (608-555-3456)

Okay to contact this Supervisor: Yes

City of Madison

111 Martin Luther King Jr Blvd
Madison, WI 53703 United States

Job Block #2

08/20xx - Present

Hours per week: 30

Management Intern

Duties, Accomplishments and Related Skills:

EVENT EXECUTION: Planned and managed the execution of 3 major community events, effectively promoting and involving civic leaders, community stakeholders and families to increase public information sharing, donor and volunteer opportunities.

FACILITATION/STRUCTURE BUILDING: Facilitated management of and provided structure to over 25

child and family organizations to create a 10 year strategic plan to measurably increase grade-level reading.

FUNDRAISING: Effectively leveraged \$28,000 in private funds from corporations and individual donors to host community events, build new public structures and expand beneficial opportunities for families with low incomes.

GRANT WRITING: Successfully applied for and managed several grants totaling \$20,000 provided by community foundations and private entities to improve the city's capacity to expand arts and cultural events and build new public facilities.

RESEARCH: Accurately researched and presented data on several civic policies and community issues, improving the ability of the governing body and citizenry to make informed decisions.

Supervisor: John Doe (608-555-1234)

Okay to contact this Supervisor: Yes

Job Block #3

City of Green Bay

999 Packers St
Green Bay , WI 56897 United States

05/20xx - 08/20xx

Hours per week: 35

Planning Department Intern

Duties, Accomplishments and Related Skills:

WEBSITE REDEVELOPMENT: Redesigned Codes Enforcement Department webpage, effectively increasing the sites user friendliness.

OUTCOME EVALUATION: Effectively designed and initiated community survey on neighborhood revitalization program. Analyzed park and community center usage by age, gender, and race, and provided data to supervisor.

WRITTEN COMMUNICATION: Accurately created and shared professional staff memos among the division heads and employees.

Supervisor: Aaron Rodgers (920-555-1548)

Okay to contact this Supervisor: Yes

Job Block #4

Domestic Abuse Intervention Services (DAIS)

2102 Fordham Ave
Madison, WI 53704 United States

01/20xx - 05/20xx

Hours per week: 20

Executive Assistant Intern - Center for survivors of family and domestic abuse

Duties, Accomplishments and Related Skills:

COLLABORATION: Effectively collaborated with UW fraternities and local non-profits to provide office supplies, hard and soft goods for clients, building materials and volunteers.

FUNDRAISING: Planned and executed major fundraiser for the DAIS "Walk a Mile in her Shoes;" raised over \$10,000.

GRANT WRITING: Helped write the Wisconsin Capacity Building grant, measurably expanding the ability of DAIS to serve 50% more survivors through the effective use and addition of technology.

OFFICE MANAGEMENT: Effectively coordinated the moving of the DAIS into a new location and managed all office supply and maintenance needs.

REPORTING: Accurately created budgeting reports and grant funding reports through use of Quickbooks data, and presented these documents bi-weekly to the executive board.

KEY ACCOMPLISHMENT: Organized data and reported on the benefits and results of a 10 year service evaluation study in conjunction with the Social Welfare Department of the University of Wisconsin - Madison.

Supervisor: Jane Doe (608-555-6789)

Okay to contact this Supervisor: Yes

Education:

University of Wisconsin - Madison Madison, WI United States

Master's Degree 05/20xx

GPA: 3.85 of a maximum 4.0

Credits Earned: 50 Semester hours

Major: Public Affairs

Relevant Coursework, Licenses and Certifications:

RELEVANT COURSEWORK

Women in Management

Grants and Grant Writing

Law in Action

Land Use Policy and Planning

Don't just list courses, include a simple sentence on the course's relevance to the job; they're getting a transcript. Why specifically mention this course?

MAJOR PROJECTS

Name of Course, Department, Project, UW-Madison, Dates

-Achievement/Accomplishment

-Achievement/Accomplishment

Graduate Degree, coursework, and projects

Undergraduate degree, coursework, and projects

University of Wisconsin - Madison Madison, WI United States

Bachelor's Degree 05/20xx

GPA: 3.25 of a maximum 4.0

Credits Earned: 126 Semester hours

Major: Psychology and Political Science

Relevant Coursework, Licenses and Certifications:

RELEVANT COURSEWORK

Human Trafficking and Involuntary Servitude

Alcohol and Other Drug Abuse

Abnormal Psychology

Don't just list courses, include a simple sentence on the course's relevance to the job; they're getting a transcript. Why specifically mention this course?

MAJOR CLASS PROJECT(S)

Name of Course, Department, Project, UW-Madison, Dates

- Achievement/Accomplishment

- Achievement/Accomplishment

Undergrad study abroad

AIFS Intercultural School Program Madrid Spain

Some College Coursework Completed 05/20xx

If the experience is directly relevant to the job you want, you could also keyword achievements from your study abroad and put it into a Job Block.

Job Related Training: Use this *optional* section to include job-related seminars, training courses, continuing education, and other training that you've taken that relates to your continuing professional development. You may also include certifications (LCSW, EMT, CPR, etc....)

Language Skills:	Language	Spoken	Written	Read
	Spanish	Intermediate	Intermediate	Intermediate
	Arabic (Modern Standard)	Novice	Novice	Novice

Affiliations: Use this *optional* section to include relevant affiliations. Volunteer work and other memberships may also be included in this section. You may list up to four.

Professional Publications: Use this *optional* section to include relevant publications in the format relevant to your discipline.

References:	Name	Employer	Title	Phone	Email
	Jon Stewart (*)	The Daily Show	Host	202-111-9999	stewbeef@daillyshow.com
	Hilary Clinton (*)	US Senate	Senator	105-555-6548	Clinton@ussenate.gov
	Angela Merkel (*)	Deutsche Republik	Chancellor	1-65-6589564	merkel@BRD.de

(*) Indicates professional reference

Additional Information:

ADDITIONAL EMPLOYMENT:

Delivery Person for Green Bay Pizza Company 5/20xx-8/20xx

Lifeguard at Joannes Family Aquatic Center Summers 5/20xx-8/20xx

COMPUTER SKILLS:

Proficient - Microsoft Excel, Word, PowerPoint, Adobe InDesign

Proficient - Social networking page and content creation (LinkedIn, Facebook and Twitter)

COMMUNITY ENGAGEMENT (add more here if you were unable to list them all under Affiliations):

Badger Volunteers (various local service projects) 20xx-Present

Run for the Cure participant 20xx,20xx,20xx

DO NOT OVERLOOK THE ADDITIONAL INFORMATION AREA when building your resume.

The Additional Information box is YOUR SPACE to enter any information that you want to be sure to include that did not have an appropriate place to be entered earlier in the resume.

In this example, Fiona has listed additional jobs she held while in school that she did not want to highlight in the Job Blocks, but also did not want to leave off the resume. She has also highlighted her computer skills and some additional volunteer experiences that were neither Job Block "worthy" nor relevant enough to include in the Affiliations section.

Please note that community and volunteer experiences BELONG IN THE JOB BLOCKS if the skills gained are relevant to the position you are applying for.